

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT HEALTH**

ERRATUM: Kindly note that the post of Sessional Clinical Psychologist: Directorate: Mental Health Programme (**Tshwane District Health Services**) Medicolegal Crisis Centre, Pyramid Clinic, Employee Assistance Programme) with Ref No: TDHS/A/2022/206 was advertised in Public Service Vacancy Circular 41 dated 04 November 2022. The sessional hours must be amended to 20 hours per week.

OTHER POSTS

- POST 43/162** : **MEDICAL SPECIALIST GRADE 1 (PSYCHIATRY) REF NO: JUB 30/2022**
Directorate: Medical Unit
- SALARY CENTRE REQUIREMENTS** : R1 122 630 – R1 191 510 per annum, all-inclusive
: Jubilee District Hospital
: MBBCh/MBChB or equivalent qualification plus either Mmed (Psych) or FC Psych, registration with HPCSA as a medical specialist. Current registration with the HPCSA. Appropriate experience as a specialist. Ability to supervise a unit and work in a multi-disciplinary team. Knowledge of Public Service Legislation, Policies and Procedure and Medical ethics. Management experience will be an added advantage. Computer literacy (Ms Word, Ms Excel, PowerPoint). Ability to conduct and prepare training and presentations. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources and disciplinary procedures. Team building and problem solving skills. Strong leadership skills.
- DUTIES** : The successful candidate will provide administrative clinical duties at a specialist level. He or She will consult, assess, and manage in and outpatients comprehensively (including patients outside the mental unit), ensure accurate clinical record keeping, develop and implement evidence-based clinical protocols and guidelines. Partake in clinical audits and research activities. Complete relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centres for patients who need further care and investigations. Implement and monitor adherence to national core standards (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area. Facilitate and participate in the training, development, and mentorship of under and post graduate students, nurses, medical interns, community service and medical officers. Strengthen and promote clinical effectiveness, implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Foster effective teamwork and lead the Multidisciplinary ward rounds. Facilitate and ensure effective communication with all management structures within the hospital and/or catchment area of the hospital. Management of relevant human resources. Ensure clinical risk management, adherence to Batho Pele Principles and Patient Right Charter.
- ENQUIRIES APPLICATIONS** : Dr O.B Modise Tel No: (012) 717 9302
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 25 November 2022 Time: 15:00

- POST 43/163** : **MEDICAL SPECIALIST GR1 (PSYCHIATRY) REF NO: 015408**
Directorate: Mental Health
- SALARY** : R1 122 630 per annum, (all-inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : MBChB that allows registration with the HPCSA as Medical Specialist in Psychiatry. Good leadership skills, excellent communication (verbal and written) skills, Conflict resolution and good interpersonal skills. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Knowledge of legislation, policies and procedure pertaining to mental health care users. Computer Literacy. A valid driver's licence. Experience in the public sector would be an advantage.
- DUTIES** : Provision of a comprehensive clinical service for patients at Sedibeng District Health Services; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns, and nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
- ENQUIRIES** : Prof. L. Robertson Tel No: 083 447 1682
APPLICATIONS : Applications to be sent to Sedibeng District Health Service, Hand delivered and other means of posting: Delivery to Sedibeng District Health Service HR, Cnr Frikkie Meyer and Pasteur Blvd, Vanderbijlpark, 1911 or Private Bag X023, Vanderbijlpark, 1900. Applications must marked for the attention of the Human Resource Manager. Applicants must quote the relevant reference number.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will under go a medical screening and will be expected to do verification which entails reference checks, identity verification, qualifications verification. Personnel suitability check, criminal record check, citizenship check as well as a credit / financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment / fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you do not receive any response within 3months, please accept that your application was not successful. Sedibeng Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S&T and resettlement allowance will be paid Candidates will be rotate within the District as per service delivery needs. Applications received after the closing date will not be accepted. No payment of any kind is required when applying for the post.
- CLOSING DATE** : 25 November 2022
- POST 43/164** : **MEDICAL SPECIALIST REFS NO: SBAH 099/2022**
Directorate: Anaesthesiology
- SALARY** : Grade 1: R1 122 630 per annum, plus benefits
Grade 2: R1 283 592 per annum, plus benefits
Grade 3: R1 489 665 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB & MMed or FCA or equivalent, registration as a specialist with the Health Professions Council of South Africa. Strong leadership, training and organizational skills.
- DUTIES** : The successful candidate will provide clinical services and consultancy work to Steve Biko Academic Hospital as allocate. The incumbent will be responsible

for teaching and training of under and post graduate students, including medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.

ENQUIRIES : Prof S Spijkerman Tel No: 012 354 1510
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 25 November 2022

POST 43/165 : **MEDICAL SPECIALIST REFS NO: SBAH 100/2022**
Directorate: Cardiology

SALARY : Grade 1: R1 122 630 per annum, plus benefits
Grade 2: R1 283 592 per annum, plus benefits
Grade 3: R1 489 665 per annum, plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the HPCSA as a Specialist Physician.
DUTIES : Ability to make complex decision in a difficult situations. Confidence in referring to others when something is outside your expertise. Ability to motivate and manage yourself. Analytic judgement. Potential to lead a team. Ability to communicate well with colleagues and patients.

ENQUIRIES : Prof Al Sarkin Tel No: 012 354 2277
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 25 November 2022

POST 43/166 : **MEDICAL OFFICER REF NO: TDHS/A/2022/208 (X1 POST)**

SALARY : Grade 1: R833 523 - R897 939 per annum
Grade 2: R953 049 – R1 042 092 per annum
Grade 3: R1 106 037- R1 382 802 per annum

CENTRE : Bronkhorstspuit Hospital
REQUIREMENTS : MBCHB or equivalent Degree Registration with the HPCSA as Medical practitioner (Independent Practice). Current registration with HPCSA (2022/2023). A valid driver's license. Experience: **Grade 1:** None after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) In respect of South African qualified employees. One-year relevant experience after registration as Medical practitioner with recognized a foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as Medical practitioner with the Health Professions Council of South Africa (HPCSA) in respect of

South African qualified employees. Minimum of 11 years' relevant experience after registration as Medical practitioner with a recognized foreign health professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Responsible management of resources. Good Communication and interpersonal skills. Extensive appropriate experience in Clinical Services and hospital care in South Africa.

DUTIES : Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to Medical Interns, Nurses and Medical Officers doing community services. Maintain quality assurance standards.

ENQUIRIES : Mr. Oupa Nama Tel No: (012) 451 9265
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit 1020

NOTE : No faxed applications will be considered. Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 25 November 2022, Time: 15:00

POST 43/167 : **MEDICAL OFFICER GR1 - GR3 REF NO: 015409 (X3 POSTS)**
Directorate: Family Medicine

SALARY : R833 523 - R1 106 037 per annum, (all-inclusive package)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : MBCHB that allows registration with the Health Professions Council of- South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner post community service. The appointment of successful applicants will only be effected once proof of application for registration or the proof of current (2022/2023) registration is provided. Experience as a Medical Officer in relevant departments. Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Experience in district primary health care (PHC) services. Experience in general medical practice, mental health care, PHC, HAST and use of current clinical protocols and guidelines in patient management. Clinical skills in patient-center consultation, history taking, examination, investigation and management and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, teamwork, good medical record keeping. Willingness to work/participate in outreach programs in any PHC facility in the district health services.

DUTIES : Provide appropriate treatment in accordance with relevant and applicable guidelines of all acute, chronic and emergency conditions at the PHC level, including HAST and mental health, as well as ensuring proper referrals between clinics and hospitals within the district health services. Follow correct procedures for the down referral of clients. Support the provision of PHC services in the Community Health Centers and clinics within the district health services (DHS) by providing optimal clinical care, mentoring and supervision of health care professional, participate in outreach programs and multidisciplinary teams including ward based outreach teams (WBOT) and community oriented primary care (COPC). Provision of after hour medical services in any designated facility through participation in commuted overtime is mandatory. Support skills development of students and junior doctors through training and participation in CPD/CME. Perform any other duties

- delegated by Supervisor/Manager and must be prepared to rotate through all designated PHC services and facilities.
- ENQUIRIES** : Dr. A. Kalain Tel No: 082 377 7528
- APPLICATIONS** : Applications to be sent to Sedibeng District Health Service, Hand delivered and other means of posting: Delivery to Sedibeng District Health Service HR, Cnr Frikkie Meyer and Pasteur Blvd, Vanderbijlpark, 1911 or Private Bag X023, Vanderbijlpark, 1900. Applications must be marked for the attention of the Human Resource Manager. Applicants must quote the relevant reference number.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will under go a medical screening and will be expected to do verification which entails reference checks, identity verification, qualifications verification. Personnel suitability check, criminal record check, citizenship check as well as a credit / financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment / fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you do not receive any response within 3months, please accept that your application was not successful. Sedibeng Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S&T and resettlement allowance will be paid Candidates will be rotate within the District as per service delivery needs. Applications received after the closing date will not be accepted. No payment of any kind is required when applying for the post
- CLOSING DATE** : 25 November 2022
- POST 43/168** : **REGISTRAR IN FAMILY MEDICINE REF: 015440**
Directorate: Family Medicine
- SALARY** : R833 523.per annum, (all- inclusive package)
- CENTRE** : Sedibeng District Health Services Joint academic appointment with the University of the Witwatersrand
- REQUIREMENTS** : Must be a South African citizen or a permanent resident of South Africa. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Must be registered with the HPCSA as an Independent Medical Practitioner. At least one-year experience as a Medical Officer post-community service for South African qualified applicants, or three years' experience post internship for foreign qualified applicants, preferably in a primary care setting. Valid driver's license.
- DUTIES** : Provide medical care including interviewing, investigating, diagnosing and managing patients. Participate in multidisciplinary healthcare teams for the management of patients. Rotate through all service points in the service and training platforms - clinics, hospitals, community-based services and community-oriented primary care (COPC) - in the district and WITS as determined by service and training requirements. Participate in all clinical, academic and professional activities of the family medicine unit, including teaching and research, clinical audits, preparing and writing of reports, and community liaison. Supervise and train undergraduate students, interns, clinical associates, community service doctors and medical officers. Reduce medical litigation by exercising good clinical ethos and implementing and monitoring adherence to National Core Standards (norms and standards).Ensure proper record keeping for all clinical work and timeous completion of medico-legal documents (sick notes, admission/discharge notes, death certificates, J88 forms, mental health care forms and any other relevant documentation. Attend relevant clinical, administrative and academic meetings such as mortality and morbidity reviews, departmental meetings, journal clubs, case presentations, lectures and ward rounds, both at the district and at Wits. Participation in Commuted Overtime by rendering after-hour (weekday, weekend and public holiday) duties is compulsory. Registrars will be based in

the district training platforms and jointly appointed between the Gauteng Provincial Government and the University of the Witwatersrand (WITS). Accordingly, the successful candidate will be required to register as an MMED student with WITS. This a joint contract post for a maximum duration of four (4) years training. Continuation in the post is subject to satisfactory academic progression and good clinical / ethical / professional standings on the clinical training platforms, as periodically determined by the clinical platforms in the districts and the Department of Family medicine and primary care, WITS. A registrar will exit post at end of four years or when unable to demonstrate satisfactory academic progress. Exit from either component of the joint post, automatically translates to exit from both.

ENQUIRIES : Dr A. Kalain, Head of Clinical Unit (Family Medicine): Sedibeng Cell No: 082 377 7528

APPLICATIONS : Applications to be sent to Sedibeng District Health Service, Hand delivered and other means of posting: Delivery to Sedibeng District Health Service HR, Cnr Frikkie Meyer and Pasteur Blvd, Vanderbijlpark, 1911 or Private Bag X023, Vanderbijlpark, 1900. Applications must be marked for the attention of the Human Resource Manager. Applicants must quote the relevant reference number.

NOTE : Prospective applicants must please use the new Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will under go a medical screening and will be expected to do verification which entails reference checks, identity verification, qualifications verification. Personnel suitability check, criminal record check, citizenship check as well as a credit / financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment / fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. If you do not receive any response within 3months, please accept that your application was not successful. Sedibeng Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S&T and resettlement allowance will be paid. Candidates will be rotate within the District as per service delivery needs. Applications received after the closing date will not be accepted. No payment of any kind is required when applying for the post

CLOSING DATE : 25 November 2022

POST 43/169 : **HOD STUDENT AFFAIRS REF NO: 015470**
Directorate: Gauteng College of Nursing

SALARY : R588 390 – R682 098 per annum, (plus benefits)
CENTRE : Gauteng College of Nursing (GCON): SG Lourens Campus

REQUIREMENTS : Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing/Post basic qualification in Nursing Education and Nursing Administration registered with SANC. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification. A code 8 drivers' licence. Proof of computer literacy/certificate (Microsoft Package). Skills and Knowledge: Procedures related to examination and management of data/records. Ability to work in a team and under pressure Knowledge of procedures and processes related to undergraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good

<u>DUTIES</u>	:	communication, supervisory, report writing and presentation skills. Good computer skills. Have a track record of transferability of the post applied for. Management and supervision of the Student Affairs Department which includes planning, monitoring processes for statistical data collection and analyse data, develop reports, monitoring of reporting systems and instruments; dealing with students' issues such as course terminations, course extensions, student appeal, planning and implementation of graduation and Prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance. Ensure proper, accurate and timeous communication of students' examination results. Manage, supervise, monitor and report on all Student Affairs matters. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the Campus meets all SANC and CHE accreditation requirements. Participate in the daily management of the Campus and oversee the supervision of students.
<u>ENQUIRIES</u>	:	Mr CAM Molokwane Tel No: (012) 319 5620/060 483 6902
<u>APPLICATIONS</u>	:	All applications should be submitted online only at http://professionaljobcentre.gpg.gov.za/ . NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za .
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint.
<u>CLOSING DATE</u>	:	25 November 2022
<u>POST 43/170</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST REF NO: SBAH 101/2022</u> Directorate: Occupational Therapy
<u>SALARY</u>	:	Grade 1: R473 112 per annum, plus benefits Grade 2: R540 954 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Relevant Degree in Occupational Therapy. A post graduate qualification diploma or degree in Occupational Therapy will be an advantage. Registration with the HPCSA as an independent practitioner. Submit Proof of current registration with HPCSA only when shortlisted. A minimum of five years' experience post community service. At least three of these years must be in supervisory or management position. Proven experience in acute clinical care setting will be an advantage. Experience with PMDS and supervision of Occupational therapist/s and or midlevel workers. Proven student training experience.
<u>DUTIES</u>	:	The incumbent will be responsible for the management of all the Occupational Therapy service related to the acute care facility including treatment, recordkeeping, effective quality service delivery, human resource management of Occupational therapist and Midlevel workers, financial and stock management, Quality Improvement projects, risk management , training and development of the OT staff. Your clinical duties will include the executing the Occupational therapy process with your clinical case load in an MDT setting,

allocating workload and leave management. Assist in the management of all resources of the occupational therapy department and implement sectional and provincial quality assurance measures in the department. Participate in the formulation and review of strategies in allocated area of work as required. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in regulations in allocated area of work. Provide training to allocated occupational therapy students as required and contribute to research activities.

- ENQUIRIES** : Mr. T Ncwane Tel No: 012 354 1665
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 25 November 2022
- POST 43/171** : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: SBAH 102/2022**
Directorate: Radiography
- SALARY** : R473 112 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Diploma / B-Tech / B-Rad in Radiography or Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Initial and current registration with HPCSA for 2022/2023. Minimum of three (3) years appropriate experiences as a Diagnostic Radiographer. Initial and current registration with HPCSA for 2022/2023. Minimum of three years appropriate experiences as a Diagnostic Radiographer after registration with the HPCSA, and 18 months of supervisory experience. Submit a letter from the supervisor that entails your supervisory role and responsibilities only when shortlisted. Knowledge, skills, attributes and abilities expert knowledge of specialized equipment and radiographic practice and prescripts. Knowledge of Public Service policies, acts and regulations including the PFMA, HRM policies, HOS policies, ect. Knowledge of legislation pertaining to Radiography (Radiation Control and Safety). Knowledge of quality assurance procedures and methods. National Core Standards, Health and Safety and Infection Control principles. Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, ect. Good leadership, negotiation, problem solving, communication and interpersonal skills, strategic planning and organizational skills. Must have a good understanding of public hospital operational system. Good written and communication skills.
- DUTIES** : Ensure provision of effective and efficient 24-hour Radiology services through adequate supervision. Provide high quality radiology services while observing safe radiation protection standards. Staff supervision and monitoring (EPMDS). Provide support, supervision and training of junior staff. Perform administrative duties as required. Participate in Quality Assurance and Quality Improvement project, National Core Standard and quality improvement plan. Participate in institutional radiographic policy analysis, formulation and planning for service delivery to ensure that service complies with radiation control legislation. Deal with grievances and labour relations issues in terms of laid down policies. Give factual information to patients and clients on Diagnostic Radiography/ Radiology. Utilize and maintain equipment professionally to ensure patient safety while adhering to Professional Radiographic prescripts. Ensure adherence to mandatory hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuing professional development for self, colleagues and members of the interdisciplinary team members. Comply with the Performance Management and Development System.
- ENQUIRIES** : Mr. OE Lekaota Tel No: 012 354 1379

- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 25 November 2022
- POST 43/172** : **CLINICAL PROGRAM COORDINATOR MATERNAL AND WOMEN'S HEALTH REF NO: TDHS/A/2022/209 (X1 POST)**
Directorate: Health programmes
- SALARY** : Grade 1: R450 939 - R507 531 per annum
Grade 2: R522 765 - R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). A minimum of 7 years appropriate/recognizable experience in Nursing post registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience as a clinician in Maternal Health services. Extensive knowledge of Primary Health Care with focus on Maternal and Women's health. A qualification in advanced midwifery is an added advantage. Other Skills / Requirements: Good verbal and written communication skills. Computer literacy. Valid Driver's License.
- DUTIES** : Coordinate and facilitate planning for Maternal and Women's Health Programme activities in the District. Supervision and support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on Programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Participate in the planning and implementation of the Programme according to the prescribed Policies, Guidelines, and protocols. Conduct data analysis and compile quality improvement plans for underperformance on Programme related indicators. Support health care facilities in all aspects of service delivery and policy implementation related to the Programme. Participate in the development of clinical record audit tools in line with current policies and Office of Health Standards Compliance requirements. Ensure availability and monitor implementation of policies and guidelines relating to the Programme. Facilitate and coordinate implementation of surveillance systems e.g., Perinatal Problem Identification Program (PPIP) for analysis of perinatal mortality within the District.
- ENQUIRIES** : Ms RT Makau Tel No: 012 451 9006
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 25 November 2022 Time: 15:00

POST 43/173 : **CLINICAL PROGRAMME COORDINATOR: TRAINING AND DEVELOPMENT REF NO: STDH/2022007 (X1 POST)**
Directorate: Nursing Services

SALARY : R450 939 - R507 531 per annum, (OSD), (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 (STD10). Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma / degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification in nursing education registered with SANC, A minimum of 7 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and 3 years' experience in Nursing Education /Staff development will be an added advantage. Computer literacy: Microsoft word, power point, Excel and presentation skills. Good communication and sound interpersonal skills. Ability to analyse training and development reports.

DUTIES : Demonstrate an in-depth understanding of nursing legislations, legal and ethical nursing practice and how it impact to service delivery. Facilitate, coordinate and assess learning needs in both theory and practical to promote sustainable growth and development and professional knowledge. Develop and facilitate training plan, schedule lectures and in-service training /courses in line with Gauteng department objectives. Execute formal duties within the department of health context. Submit quality training reports according to set dates. Adhere to Batho Pele principle. Improve team strategy, Adhere to SAQA and Higher education Acts. Coordinate training for the Hospital and Management of staff development and Clinical Education and training Unit (CETU).Develop and establish and maintain constructive working relationship with Nursing and other stake holders i.e. Inter-professional ,inter-sectoral and Multidisciplinary team. Participate in research processes and analysis, formulation and implementation of Nursing guidelines, practices standards and procedures. Participate in Hospital ideal Hospital Realization and Maintenance Framework (IHRM).Participate in some committees as delegated. Manage resources .Maintain Professional growth/Ethical standards and development.

ENQUIRIES : Ms Rikhotso BM Tel No: 011 531 4304/2
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : The application must include only fully completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 25 November 2022

POST 43/174 : **OPERATIONAL MANAGER GENERAL GRADE 1(PNA5) REF NO: JUB37/2022**
Directorate: Nursing Services

SALARY : R450 939 - R507 531 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows registration with SANC as the Professional Nurse. A minimum of 7 (seven) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. Diploma/Degree in Nursing management will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. South African Nursing Council annual practicing certificate. Valid driver's license.

- DUTIES** : Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical Nursing practice by the Nursing Team (Unit) in accordance with the Scope of Practice and Nursing standards as determined by the Hospital. relevant health information to health care users to assist in achieving optimal quality health care, goals and objectives including rehabilitation of patients. Maintain constructive working relationship with Nursing and other stakeholders. Participate in the analysis, formulation of and implementation of the Nursing guidelines, protocols, standard operating procedures. Practice Norms and standards. Maintain professional growth/ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate on basic understanding of HR, Financial Policies and Practices. Generic competences: Demonstrate effective communication with the patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Work as part of multi-disciplinary team at the Hospital level to ensure good nursing cares by the nursing care by the Nursing Team. Work effectively and amicably at the supervisory level with the person of diverse intellectual, cultural and racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the Unit.
- ENQUIRIES** : Ms Aphane K.J Tel No: 012 717 9300
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 25 November 2022, Time: 15:00
- POST 43/175** : **OPERATIONAL MANAGER- CETU (PNA5) REF NO: JUB38/2022**
Directorate: Nursing Services (CETU)
- SALARY** : R450 939 - R507 531 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows registration with SANC as the Professional Nurse. A minimum of 7 (seven) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery. One year post qualification in Diploma/Degree in Nursing Education. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. South African Nursing Council annual practicing certificate.
- DUTIES** : Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical nursing practices and how this impact on service delivery. Teaching of clinical nursing practice in accordance with the Scope of Practice and Nursing standards as determined by the Hospital. Provision of quality nurse training through professional training Programme and curricula as directed by the Professional Scope of Practice and standards as determined by the Hospital. Demonstrate effective communication with the students, supervisors and other lecturers including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively, cooperatively and amicably with the relevant Campus and Universities that have SLA with the Hospital. Maintain constructive working relationship with Nursing and other stakeholders. Participate in the analysis, formulation of and implementation of the Nursing guidelines, protocols, standard operating procedures. Demonstrate understanding of the CETU norms and standards. Maintain professional

growth/ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate on basic understanding of HR, Financial Policies and Practices. Generic competences: Demonstrate effective communication with the patients, supervisors, students, other health professional and junior colleagues including more complex report writing when required. Work as part of multi-disciplinary team at the Hospital level to ensure good nursing cares by the Nursing Team. Work effectively and amicably at the supervisory level with the person of diverse intellectual, cultural and racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the Unit.

ENQUIRIES : Ms Aphane K.J Tel No: 012 717 9300
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 time: 15:00

POST 43/176 : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/015474 (X1 POST)**
 Directorate: Nuclear Medicine

SALARY : R401 640 – R459 231 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Bachelor of Nuclear Medicine Technology or equivalent. Registration with HPCSA post qualification. None experience after registration with the Health Professional Council of South Africa in respect of RSA qualified employees who performed community service as required in South Africa. Competencies/skills: General gamma imaging skills, exposure and experience in PET/CT imaging. Ability to conduct camera quality control and hot lab experience with ability in labelling of radiopharmaceutical. Good planning, organisational and presentation skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical, report writing skills and computer skills.

DUTIES : Hot lab duties and labelling of radiopharmaceuticals. Performing QC of all equipment, gamma camera imaging techniques and PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist and radiation safety implementation. Scheduling of patients, patient booking, protocol updates, teaching and general Nuclear Medicine services.

ENQUIRIES : Department of Nuclear Medicine; Ms. M Viljoen / Dr. NE Nyakale Tel No: (012 521 5753)

APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Only Shortlisted Candidates Will Be Required To Submit The Certified Documents. The specific reference must be quoted. It is legislative

requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 25 November 2022, closing time will be 12h00 on the closing date.
- POST 43/177** : **PROFESSIONAL NURSE SPECIALTY RENAL REF NO: REFS/015308 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic R425 (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A post-basic Nursing qualification with duration of at least one year, accredited with the SANC with Diploma in Nephrology.
- DUTIES** : Provision of quality Clinic Nursing Care of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources. Collect, provide, and use relevant information/statistics for the enhancement of service delivery. Execute after hours and week-end duties.
- ENQUIRIES** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
APPLICATIONS : Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
- NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 25 November 2022
- POST 43/178** : **PROFESSIONAL NURSE SPECIALTY CLINICAL FACILITATOR ADVANCE MIDWIFERY REF NO: SBAH 103/2022**
Directorate: Nursing
- SALARY** : PNB1: R388 974 per annum, plus benefits
PNB2: R478 404 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 or equivalent NQF level / Basic qualification R425 (i.e Diploma / Degree in Nursing) or qualification that allows registration with the SANC as a Professional Nurse. A minimum of 10 years appropriate/ recognizable nursing experience as Professional Nurse with SANC. Post basic qualification in Nursing education and Advanced Midwifery and Neonatology registered with the SANC. SANC annual practicing certificate. Must be computer literate (MS Excel, MS Word, MS PowerPoint). A valid driver's license. Have passion and skilled in Education and Training. Knowledgeable in the latest curriculum and processes of Nursing Education. Good communication skills and compassionate with teamwork. Report writing skills.

- DUTIES** : Plan and facilitate a professional training and development programmes for Maternity units. Execute and participate in the in-service training programmes (formal and informal) of the institution. Support all categories of staff pin the hospital. Monitoring and supervision of general nursing care during facilitation in wards. Relieving in patient care office according to the needs. Maintain Professional growth / ethical standards and development of self and subordinates. To function within the Health Department policies and the prescripts of prescripts of the South African Nursing Council.
- ENQUIRIES APPLICATIONS** : Ms. TJ Mudau Tel No: 012 354 1503
- NOTE** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 25 November 2022
- POST 43/179** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: JUB 36/2022**
Directorate: Hospital Management
- SALARY CENTRE REQUIREMENTS** : R382 245 (Min) – R450 255 (Max) per annum, plus benefits
: Jubilee District Hospital
: An appropriate degree or diploma in Human Resources/Public management or equivalent qualification with a minimum of Five (5) Years' experience in Human Resource Management in the Public Service, of which three years must be in a supervisory level. Proven supervisory experience. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and Power Point. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
- DUTIES** : Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, directives and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage ODS appointments, grade progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff establishment and post filling. Draw up a post-filling plan. Implement policy and procedures on Incapacity leave and Ill-Health Retirement (PILLIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the Implementation Thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosure /e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Implement effective Human Resources and general administrative management within the unit. Serve on EXCO and all relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Prepare and submit

		consolidated monthly, quarterly and annual reports to the manager HRM. Maintain ethical and professional conduct.
<u>ENQUIRIES</u>	:	Ms DV Mthethwa Tel No: 012 717 9301
<u>APPLICATIONS</u>	:	documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	25 November 2022, Time: 15:00
<u>POST 43/180</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: JUB 29/2022</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R382 245 – R450 255 per annum, (plus benefits)
<u>CENTRE</u>	:	Jubilee district hospital
<u>REQUIREMENTS</u>	:	The Applicant should be in possession of Grade 12 and appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Supply Chain Management, Public Management, Public Administration, Logistic Management or with five (5) years relevant experience of which three (3) years should be on salary level 7/8 in all the elements of Supply Chain Management. The applicant should have in-depth knowledge of government and departmental policies, prescribed Rules and Regulations that governs SCM. S/he must have knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations supply chain management Framework and a clear understanding of processes and procedures involved in the daily running of the different elements of supply chain management. S/he must have good interpersonal relationship, leadership, and communication skills. Must be able to read and write reports regarding progressive performance of the units. The Applicant must have knowledge of financial matters, human resource issues, quality management as well as risk management. The incumbent must be able to plan and organize. Must be innovative and able to work under pressure. Must possess negotiation skills and be able to analyze and interpret policies. Ability to work independently without close supervision and to multitask. The incumbent should be self-driven, creative, flexible, and highly motivated. Excellent co-ordination skills. Willingness to work irregular hours and to travel when required. Proven report writing and presentation skills. Proven computer literacy. Knowledge of SAP-SRM and reconciliation of Procurement system with payment system (BAS).
<u>DUTIES</u>	:	The successful candidate will be reporting to the office of the CEO and will be responsible for the management of the following elements of Supply Chain Demand Management – Ensuring availability of Demand plan as well as Procurement plan. Processing of RLS01 and VA2 requests of the whole Institution. Researching of market related prices for buy-out items. Acquisition Management – Sourcing of Quotation Adjudication Committee for approval. Logistics management – Creation of shopping cards. Expediting of creation of purchase orders from HPC. Ensuring availability of stock all the time. Ensuring prompt and accurate posting of transactions of the ledger cards. Deliveries of stock to end users are timeously executed. GRV's are captured within the specified time by department. Management of 0 – 9 files. Management of commitments. Clearing of web cycles. Asset Management – Ensuring that state property is taken care of. Maintenance of assets registers. Barcoding of Assets. Verification of Assets. Disposal Management – Ensuring that goods are disposed in a manner that is prescribed by the departmental regulations. Compile relevant reports relating to bids, RFQ's, contracts and operating leases as per departmental standards. Others – Human Resource

		Management, provide general office support, attend to Auditor general findings and recommendations and queries raise by end users.
<u>ENQUIRIES</u>	:	MS D.V Mthethwa Tel No: 012 717 9301
<u>APPLICATIONS</u>	:	documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	25 November 2022, Time: 15:00
<u>POST 43/181</u>	:	<u>ASSISTANT DIRECTOR: FINACIAL MANAGEMNET REF NO: JUB 31/2022</u> Directorate: Finance Department
<u>SALARY</u>	:	R382 245 – R450 255 per annum, (plus benefits)
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	The Applicant must be in possession of Grade 12 with three-year National Diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Accounting/Financial Management/Management Accounting. Five (5) Years' experience in Financial Management in the Public Service, of which three years must be in a supervisory level. The Applicant should have Knowledge of the Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act, DORA, and Administrative Procedure Manual. Knowledge on Departmental Transversal Systems, Basic Accounting Systems (BAS), Personnel and Salary Administration (PERSAL), SAP and SRM systems, PAAB and HIS systems. Knowledge of Budget procedures, Financial Planning and analysis. Understand Human Resource Practices. Financial Management Skills, Problem solving and decision Management's skills. Good communication skills, strategic leadership capability, Presentation skills and report writing skills. Training and development skills and be computer literate.
<u>DUTIES</u>	:	Provide effective management and control of all finances of the Hospital and ensure that appropriate financial regulations and procedures are in place. Manage expenditure and revenue collection daily. Ensure implementation of internal controls and safekeeping of all the financial records. Ensure compliance to policies and prescripts. Compile monthly, quarterly and annual expenditure reports. Develop, implement and monitor measures designed to optimize revenue collection from patients. Manage the implementation of service level agreements. Manage payments of suppliers within 30 days. Financial management control and compliance with delegation regularly. Oversee general financial management including inputs into policy formulation on an ongoing basis. Develop and maintain policies and processes. Monitor revenue collected, and expenditure incurred and submit reports and plans as required. Provide advice and guidance to role players on revenue and expenditure procedures. Manage the provision of salaries and payroll. Monitor budget and setting targets. Ensure Budget shifts are captured on BAS. Forecast, set targets and monitor budget quarterly. Monitor and advise on efficient allocation of budget for the entity. Identify areas of over/under expenditure and misallocation. Facilitate and manage shifting of funds and pass journals. Render financial business support and risk management, audit action plan progress reports. Ensure that cashier, banking and debt management, monitoring and reporting services are rendered. Provide financial administration and accounting services (Ledgers, journals, accounting and reporting (interim and annual financial statements). Prepare and consolidate Medium- term Expenditure Framework (MTEF) and Adjustment Budget Estimates within the programmes. Ensure alignment of demand plan management, procurement plan to the Budget. Ensure that the procurements of goods and services are in line with the procurement and demand plan.

ENQUIRIES APPLICATIONS : Ms DV Mthethwa Tel No: 012 717 9301
documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 Time: 15:00

POST 43/182 : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/015474 (X1 POST)**
Directorate: Nuclear Medicine

SALARY CENTRE REQUIREMENTS : R322 746 – R367 299 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: Bachelor of Nuclear Medicine Technology or equivalent. Registration with HPCSA post qualification. None experience after registration with the Health Professional Council of South Africa in respect of RSA qualified employees who performed community service as required in South Africa. Competencies/skills: General gamma imaging skills, exposure and experience in PET/CT imaging. Ability to conduct camera quality control and hot lab experience with ability in labelling of radiopharmaceutical. Good planning, organisational and presentation skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical, report writing skills and computer skills.

DUTIES : Hot lab duties and labelling of radiopharmaceuticals. Performing QC of all equipment, gamma camera imaging techniques and PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist and radiation safety implementation. Scheduling of patients, patient booking, protocol updates, teaching and general Nuclear Medicine services.

ENQUIRIES APPLICATIONS : Department of Nuclear Medicine; Ms. M Viljoen / Dr. NE Nyakale Tel No: (012 521 5753)
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or www.gautengonline.gov.za.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Only Shortlisted Candidates Will Be Required To Submit The Certified Documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 25 November 2022, closing time will be 12h00 on the closing date.

- POST 43/183** : **DATA TECHNOLOGIST REF NO: TDHS/A/2022/ 210 (X1 POST)**
 Directorate: Information Management
- SALARY** : R261 372 – R307 890 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Diploma / Degree in Statistic/Information Management or equivalent, Grade 12 or equivalent plus a minimum of three (3) years' experience in Health Information management in the public sector (Health) – health facilities, sub district offices, the district office, on minimum salary level 4 within the Public Service OR. Grade 12 or equivalent with a minimum of 8 years' experience in Health Information management in the public sector (Health) – health facilities, sub district offices, the district office, on minimum salary level 4 within the Public Service. DHIS certificate.Tier.Net certificate. A valid driver's license is an added advantage Other Skills / Requirements: Computer Literacy especially office packages MS Word, Excel, Power-point and Outlook, A practical assessment will be provided on the MS package and all HIM prescribed software. Skills in data consolidation, verification, and validation processes. Ability to work under pressure and meet deadlines. Must have planning and organizational skills. Good written and verbal communication skills are essential. Good accountability and ethical conduct.
- DUTIES** : The successful candidate will be responsible for database management of DHIS within the district and other relevant systems Capture, Collate and provide data for Programme monthly and quarterly progress reporting. Verify and validate collected health data from PHC facilities, hospitals and private providers in the district and provide feedback reports to all facilities, Program Managers and senior management. Facilitate training and capacity development initiatives for data capturers, Programme coordinators and managers at different levels of management structures Participate in audit of performance information by the Auditor General of South Africa and Internal Auditors Provide inputs towards appropriateness and validity of performance information. Participate and coordinate facility data and performance review meetings, Coordinate and monitor the DHMIS policy and SOPs implementation in the district. Perform any other data management related function as required by the manager.
- ENQUIRIES** : Mr. L. Mokgethwa Tel No: 012 451 9069
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 25 November 2022, Time: 15:00
- POST 43/184** : **PROFESSIONAL NURSE REF NO: TDHS/A/2022/211 (X12 POSTS)**
 Directorate: PHC Sub District 5, 6 & 7
- SALARY** : R260 760 - R302 292 per annum
CENTRE : Tshwane District Health Services
 Sub-District 5,6 & 7 (Eersterust, Stanza Bopape & Dark City CHC , Dewagensdrift , Refilwe , Stanza Bopape 2, Mamelodi West & Kanana Clinics
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice. A 3-year relevant experience as a professional nurse after registration with SANC. Other Skills /

Requirements: At least 3 years of the appropriate / recognizable experience after obtaining the Diploma / Degree in nursing as a Professional Nurse. Driver's license and computer literacy are essential. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license.

DUTIES : The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients. Ensure effective and efficient coordination and integration of quality health care. Ensure clinical practice by the clinical team in accordance with the scope of practice and nursing standards.

ENQUIRIES : Dr Moshime-Shabangu Tel No: 012 451 9004
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 25 November 2022, Time: 15:00

POST 43/185 : **ADMINISTRATION CLERK: (REVENUE) REF NO: REFS/015479**
 Directorate: Finance Department

SALARY : R176 310 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office package), Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, PFMA, Treasury regulations and financial policies and procedure. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives. Ability to work under pressure and meet deadlines. Planning and organizational. Must be able to deal with confidential information and apply good judgement. Ability to work independently and be able to meet deadlines. The following will be an added advantage: Knowledge of Hospital Information System (MEDICOM).

DUTIES : Follow up on debtors outstanding debt and provide proof thereof. Ensure that debtors defaulting on their payments sign an Acknowledgement of Debts (AOD). Handover debt exceeding 90 days to external debt collectors. Write off irrecoverable debt as per departmental policy and procedure manual. Identify and clear open credits on system. Attend to rejected claims. Resolve queries and manage own account.

ENQUIRIES : Mr. M.J Molefe Tel No: 011 488 3862

- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Support01.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.
- CLOSING DATE** : 25 November 2022
- POST 43/186** : **WARD CLERK REF NO: JUB33/2022**
Directorate: Admin and Logistics
Re: Advert, Those who applied before are requested to reapply.
- SALARY** : R176 310 – R207 681 per annum, (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 certificate or equivalent qualification. Exposure in the hospital ward administration. Exposure in the public sector hospital environment. NQF level 6 qualification in Management Sciences will be an added advantage. Computer literacy. Knowledge of PAAB/HIS System. Willing to work shifts, day, night, weekend, public holiday. Knowledge of Batho Pele principles.
- DUTIES** : Admission and registration of patients on PAAB and manual system. Retrieval of files using Metro File System. Capturing data on TPH31A and TPH31. Completion of gPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients using receipts. Balancing in-paying register at the end of every shift. Completion of GPF3, 4, 5 forms. Classification of patients. Admission and discharge patients from the wards. Update patients' information in the wards. Other clerical services in the wards. Ordering stock. Compile monthly stats. The incumbent will be rotated between patient's admin and wards.
- ENQUIRIES** : Ms M Makuwa Tel No: 012 717 9378
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General

Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022, Time: 15H00

POST 43/187 : **FINANCE CLERK REF NO: JUB35/2022**
Directorate: Finance
Re: Advert, Those who applied before are requested to reapply.

SALARY : R176 310 – R 207 681 per annum, (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Tertiary qualification in Finance or related field at NQF level 6 will be an added advantage. Exposure in the public sector hospital finance related environment will be an added advantage. Computer literacy. Knowledge of finance prescripts and policies. Knowledge of PAAB, BAS, SAP, UPFS, DORA, ICD 10 Code Treasury Regulations and PFMA.

DUTIES : Billing of different category of patients within 30 days. Retrieval of files for billing. Prepare and submission of invoices to third party funders. Perform incorrect levies and Annexure G. Analyze patients' debt and make follow up (Debt Management). Collection of revenue from patients and other sources. Capturing receipts on SAP. Perform banking on daily basis. Make allocation of payment on PAAB. Manual receipting during downtime. Re journal of manual receipts. Any other duty as delegated by the supervisor.

ENQUIRIES : Mr G Phatshwane Tel No: 012 717 9300/9546
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 Time: 15H00

POST 43/188 : **HUMAN RESOURCE CLERK REF NO: JUB34/2022 (X2 POSTS)**
Directorate: Human Resource Management
Re: Advert, Those who applied before are requested to reapply

SALARY : R176 310 - R207 681 per annum, (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Exposure in the public sector health human resources management sphere. PERSAL certificate(s) will be an added advantage. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer literate, Knowledge of PERSAL system is essential. Good interpersonal and communications skills (verbal and written).

DUTIES : The successful candidate will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly, and annual management information reports. Leave, injury on duty, Overtime, filing of documents, OSD Translation, Coordination of training (internal and external), Recruitment and minute keeping. Any other HR related matters as delegated.

ENQUIRIES APPLICATIONS : Ms Ngwepe MS Tel No: 012 717 9334
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022, Time: 15H00

POST 43/189 : **MATERIAL RECORDING CLERK REF NO: JUB32/2022**
Directorate: Supply Chain Management (Warehouse)
Re: Advert, Those who applied before are requested to reapply.

SALARY CENTRE REQUIREMENTS : R176 310 - R207 681 per annum, (plus benefits)
: Jubilee District Hospital
: 12 Certificate or equivalent qualification. Relevant tertiary qualification at NQF level 6 in Finance, Supply Chain or Logistics will be of advantage. Exposure in the public sector health SCM environment (Demand Management, Acquisition, Logistics Transit, Warehouse & Asset Management) will be of advantage. Good understanding of Supply Chain Policies, PFMA, Treasury regulations, Inventory Management and Contract Management Policy.

DUTIES : Provide Supply Chain Management administrative support to the Hospital as follows: Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing using FIFO method. Collecting and issuing of stock. Updating of bin cards and ledgers for all warehouse stock commodities. Compiling of RLS01 for stock replenishment. Participate in take projects. Assist in general Warehouse duties. Perform any other duties delegated by Supervisors. Handle external and internal queries. Assist with general office duties within the Supply Chain Management environment.

ENQUIRIES APPLICATIONS : Ms N.E Mbiyozo Tel No: (012) 717 9333
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 Time: 15H00

POST 43/190 : **ADMINISTRATION CLERK: (REVENUE) REF NO: REFS/015480**
Directorate: Finance Department

SALARY CENTRE REQUIREMENTS : R176 310 per annum, (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office package), Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, PFMA, Treasury regulations and financial policies and procedure. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time

- management and ability to interpret directives. Ability to work under pressure and meet deadlines. Planning and organizational. Must be able to deal with confidential information and apply good judgement. Ability to work independently and be able to meet deadlines. The following will be an added advantage: Knowledge of Hospital Information System (MEDICOM).
- DUTIES** : Invoice and follow up on outstanding external funders and self-paying patients debt. Attend to rejected claims, resolve queries and manage own accounts. Ensure allocations of payments, make copies, scan and fax outstanding claims and submit stats on a weekly and monthly basis.
- ENQUIRIES** : Mr. L. Sithole Tel No: 011 488 4783
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: Supportthr02.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.
- CLOSING DATE** : 25 November 2022
- POST 43/191** : **ADMINISTRATION CLERK REF NO: REFS/015481**
Directorate: Finance Department
- SALARY** : R176 310 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office package), Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, PFMA, Treasury regulations and financial policies and procedure. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives. Ability to work under pressure and meet deadlines. Planning and organizational. Must be able to deal with confidential information and apply good judgement. Ability to work independently and be able to meet deadlines. The following will be an added advantage: Experience in admin clerk environment as a generalist Patient Affairs.
- DUTIES** : General administration duties as instructed by Head of Department. Submitting of Patient files to Medical Records on regular basis. Register, secure appointments and admin. Do ward census. Transfer patients on system.

Updating of unknown patients and all other patients with insufficient information. Use ITC (TransUnion) to check patient financial status. Enter ICD 10 codes. Attend to enquiries by public/community. Classifications and other information relating to patients must be updated/ work as part of a team by ensuring accurate capturing of data and billing purpose. Capture down time in line with Circular 11 of 2014/ Update patient information on every visit and review classifications. Strictly adhere to internal controls processes. Compile departmental stats if required. Attend meeting, workshops and training as delegated by managers and supervisors. Work strictly in line with Auditor General and National Core Standards requirements. Perform duties in accordance with job description.

**ENQUIRIES
APPLICATIONS**

: Ms. M. Bodibe Tel No: 011 488 3798
 : Applications should be submitted on a (PDF Format only) to the following email-address: Supporthr03.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

: 25 November 2022

POST 43/192

: **ADMINISTRATION CLERK (BUDGET AND BOOKKEEPING) REF NO: REFS/015482**
 Directorate: Finance Department

**SALARY
CENTRE
REQUIREMENTS**

: R176 310 per annum, (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office package), Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, PFMA, Treasury regulations and financial policies and procedure. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives. Ability to work under pressure and meet deadlines. Planning and organizational. Must be able to deal with confidential information and apply good judgement. Ability to work independently and be able to meet deadlines. The following will be an added advantage: Experience in BAS, SAP and SRM. Must have worked in Budget process and Accounts Payable.

- DUTIES** : Capturing budget on BAS, Register and allocate RIs01s. Requesting BAS report daily/weekly and monthly. Capturing expenditure with budget. Compile Commitment Register. Compile and submit signed monthly/Quarterly Recon to Head Office. Compile Donations report. Attend to audit request. Safekeeping of Basic Accounting records and face value documents. Perform any other finance related function as required by the manager.
- ENQUIRIES APPLICATIONS** : Ms. R. Mashikinya Tel No: 011 488 3430
: Applications should be submitted on a (PDF Format only) to the following email-address: Supporthr04.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.
- CLOSING DATE** : 25 November 2022
- POST 43/193** : **DENTAL ASSISTANT GRADE 1-2 REF NO: UPOHC/DA/11/2022**
Directorate: Odontology
- SALARY CENTRE REQUIREMENTS** : R170 955 – R233 691 per annum, (plus benefits)
: University of Pretoria Oral Health Centre
: Grade 12 or equivalent qualification with prior experience. Registration with HPCSA as a Dental Assistant and proof of current registration. Recommendations: Able to perform routine dental assisting tasks. Good communication skills. Computer literacy and knowledge of ward stock will be an added advantage. Ability to work in a team and under pressure.
- DUTIES** : Provision of satisfactory client service. Ensure and maintenance of well-organised administrative duties. Dental assistance. Practice and maintain infection control standards. Ensure and maintain general clinical ward activities. Ordering of ward stock. Willingness to rotate in other departments. Active participation in student activities and training.
- ENQUIRIES APPLICATIONS** : Sr ZM Buys Tel No: 012 319 2317/ 2224
: Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms L Debeila PO Box 1266, Pretoria, 0001.Tel No: 012 301 5713. No faxed or email applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Only shortlisted candidates will be required/requested

to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

- CLOSING DATE** : 25 November 2022
- POST 43/194** : **DATA CAPTURER REF NO: TDHS/A/2022/212 (X2 POSTS)**
Directorate: Health Information Management
- SALARY** : R147 459 – R173 760 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 or equivalent with a minimum of 2 years' experience in data management working on DHIS and/or Tier.NET in the public sector (Health) - health facilities, sub district offices, and the district office. Ability to work in a team and as an individual. DHIS and/or Tier.NET certificate is an added advantage. A valid driver's license is an added advantage Other Skills / Requirements: Computer Literacy especially on office packages - MS Word, Excel, Power-point and Outlook, A practical assessment will be provided on the MS package and all HIM prescribed software. Skills in data consolidation, verification, and validation process. Ability to work under pressure and meet deadlines. Problem solving, analytical and numeric skills. Working knowledge on HAST program and records management. Good written and verbal communication, accountability, and ethical conduct. Must have planning and organizational skills.
- DUTIES** : The successful candidate will be responsible for Collecting data daily from different service points or registers for capturing, Verifying and validating collected health data from PHC facilities and hospitals in the district and provide feedback reports to relevant service points, Collating, Capturing and providing data for programme monthly and quarterly progress reporting using prescribed data management software of the department. Follow up on incomplete data and information, provide feedback to end users for corrections Handle and resolve data queries as they arise. Prepare daily, weekly, monthly data as requested Participate in audit of performance information by the facility, sub district, district, provincial data teams, Auditor General of South Africa and Internal Auditors .Perform office administrative duties as shall be assigned. Perform any other data management related function as required by the manager.
- ENQUIRIES** : Ms. P. Mothibi Tel No: 012 451 9268
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 25 November 2022 Time: 15:00
- POST 43/195** : **DRIVER REF NO: STDH/2022009 (X1 POST)**
Directorate: Administration Support
- SALARY** : R147 459 per annum (Level 04), (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital

- REQUIREMENTS** : Grade 10 or equivalent achievement with 10 years driving experience or grade 12 with 5 years driving experience. Must have a valid code C1 drivers licence or more with. Must have valid PDP. Advance driving will be an added advantage. Must be able to work shifts (Day, night, including weekends and public holidays). Hospital environment experience will be an added advantage. Must have good driving skills. Must have writing, reading and listening skills.
- DUTIES** : Transport transferred and discharged patients including home visits. Transport staff to meetings and various institutions. Deliver patients meals to all wards. Transport linen and stock from pharmacy and stores. Load and unload goods (boxes) from vehicles. Weekly cleaning of vehicles. Report all vehicle accidents, incidents. Complete logbooks and log-sheets. Comply with the transport policy 4 of 2000. Deliver and collect documents, post and letters to various institutions including Central Office. Perform other duties allocated by the supervisor.
- ENQUIRIES** : Ms R Mabaso Tel No: 011 531-4499
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : The application must include only fully completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 25 November 2022
- POST 43/196** : **ENROLLED NURSING ASSISTANT REF NO: JUB39/2022 (X3 POSTS)**
Directorate: Nursing Services
- SALARY** : R134 514 - R151 401 per annum
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Minimum Qualifications: Grade 12 certificate/Matric or equivalent. Qualification that allows registration as an Enrolled Nursing Assistant (Nursing Assistant) with the SANC. **Grade 1:** Less than 3 years of appropriate/recognizable experience required after registration with the SANC. **Grade 2:** minimum of 10 years appropriate/recognizable experience required in nursing post registration with the SANC as an Enrolled Nursing Assistant. Skills: Basic communication and writing skills. Ability to function in a team. Be responsive, pro- active, accurate and initiative and work as a team.
- DUTIES** : Perform clinical nursing practice in accordance to the Scope of Practice and nursing principles and standards. Demonstrate an understanding of the Nursing Legislation and related legal and ethical nursing practice. Able to plan and organize own work and that of her/his support team to ensure proper Nursing care. Demonstrate elementary communication with patients, supervisors and other clinicians in the wards. Work as the multidisciplinary team to ensure quality care. Promoting and advocating proper treatment and care and willingness to respond to patients needs, requirements and Batho Pele Principles and expectations. Willing to rotate through the departments, work night duty and escorting of patients to Tertiary Institutions.
- ENQUIRIES** : Ms Aphane K.J Tel No: (012) 717 9300
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after

the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 November 2022 Time: 15:00

POST 43/197 : **PORTER REF NO: STDH/2022008 (X2 POSTS)**
Directorate: Administration Support

SALARY : R104 073 per annum (Level 02), (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Adult education and training (AET/ABET) Level 3 or equivalent (Grade 7). Skills/Knowledge/Competence: Basic understanding of Policies (Batho Pele Principles, Patients Right Charter). Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts and standby after hours. Applicants should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES : Loading and offloading patients from private cars, and ambulances when then need arises, accompany walking non-walking patients to different clinical areas around the hospital. Collection of corpses from wards and OPD. Collecting Red Boxes from various wards to and from Pharmacy. Carrying of Patients Medical Record to various service points as requested by supervisor. Making sure that PPE and waste are segregated properly. Collecting of unused equipment's around the hospital and reporting of lost, damaged, or dysfunctional equipment's. Must be prepared to work shifts, which includes standby, weekends and on Public Holidays, and must be prepared to rotate and operate as a reliever in all sections when requested by supervisor. Cleaning of equipment's always, preparing them for re-use. Daily submission of production sheet to the supervisor. Wearing of nametags and prescribed uniform for identification is compulsory. Adhere to instructions given by Supervisor to relieve in any department in case of shortage.

ENQUIRIES : Mr L Thekhwe Tel No: 011 531-4306
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : The application must include only fully completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 25 November 2022

POST 43/198 : **MEDICAL OFFICER (SESSIONAL) REF NO: MRH/2022/46 (X2 POSTS)**
Directorate: Clinical Support and Therapeutic Services

SALARY : Grade 1 – Grade 3: R395.00 – R524.00 per hour, (OSD)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and MBCCH/MBBCH degree that allows registration with Health Professional Council of South Africa as a Medical Officer. Two (2) years' experience in Radiology Department. Good verbal, interpersonal, communication, management, and administrative skills. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals (MDT).

DUTIES : Provide optimal radiology service. Assist clinicians with booking of patients and give Advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of Radiographers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Support the departmental activities for the development and training of undergraduate students.

ENQUIRIES APPLICATIONS : Dr. T.L. Lentsoane Tel No: 012 841 0917

FOR ATTENTION NOTE : Applications to be sent to Human resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Avenue, Mamelodi East, NB: Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : Mr. M.H. Hlophe – HR Department

FOR ATTENTION NOTE : Applications should include a fully completed New Z83 as per instructions, detailed and up to date CV only. Only shortlisted candidates will be requested to submit certified copies of the required documents such as certificate of registration with HPCSA, current annual renewal of practising licence as a Medical Practitioner. Applicants in possession of foreign qualifications will be required to submit evaluation certificate from the South African Qualification Authority (SAQA).

CLOSING DATE : 25 November 2022

POST 43/199 : **MEDICAL SPECIALIST (SESSIONAL RADIOLOGIST) REF NO: MRH/2022/45 (X2 POSTS)**
Directorate: Clinical Support and Therapeutic Services

SALARY CENTRE REQUIREMENTS : Grade 1 – Grade 3: R532.00 – R706.00 per hour, (OSD)
Mamelodi Regional Hospital
National Senior Certificate and MBCCH/MBBCH degree and appropriate qualification that allows registration with Health Professional Council of South Africa as a Medical Specialist in Radiology. Good verbal, interpersonal, communication, management and administrative skills. Sound knowledge and experience of radiology modalities, procedures and protocols. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals (MDT).

DUTIES : Provide optimal radiology service. Assist clinicians with booking of patients and give advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of Radiographers and Medical Officers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Participate in the departmental activities for the development and training of undergraduate students.

ENQUIRIES APPLICATIONS : Dr. T.L. Lentsoane Tel No: 012 842 0917

FOR ATTENTION NOTE : Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Avenue, Mamelodi East. NB: Jobs are not for sale at Mamelodi Regional Hospital.

FOR ATTENTION NOTE : Mr. M.H. Hlophe – HR Department

FOR ATTENTION NOTE : Applications should include a fully completed New Z83 as per instructions, detailed and up to date CV only. Only shortlisted candidates will be requested to submit certified copies of the required documents such as certificate of registration with HPCSA, current annual renewal of practising licence as a Medical Specialist. Applicants in possession of foreign qualifications will be required to submit evaluation certificate from the South African Qualification Authority (SAQA).

CLOSING DATE : 25 November 2022

POST 43/200 : **CLINICAL PSYCHOLOGIST (SESSIONAL) REF NO: HRM/2022/47 (X2 POSTS)**
Directorate: Clinical Support and Therapeutic Services

SALARY CENTRE REQUIREMENTS : Grade 1 – Grade 3: R343.00 – R465.00 per hour, (OSD)
Mamelodi Regional Hospital
National Senior Certificate and Master's Degree in Clinical Psychology qualification that allows registration with the Health Professions Council of

- South Africa (HPCSA) as a Clinical Psychologist. Excellent communication and interpersonal skills. Ability to work with children, adults, and within multi-disciplinary team. Experience working in a Psychiatric setting. Knowledge of Mental Health Act and related legislation, legal and ethical principles. Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Assessing, diagnosing, and providing interventions to clients who are dealing with psychological challenges, including developmental difficulties, psychological distress and/or psychopathology. The ability to identify and diagnose psychopathology, psychiatric disorders, and psychological conditions. Applying evidence based psychological interventions to clients presenting with psychological and/or psychiatric conditions or problems. Appropriate referral to other professionals when indicated. Designing, managing, and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Conducting psychological work in an ethical manner, as well as adhering to the scope of practice of Clinical; Psychologists as specified in the Health Professions Act, of 1974.
- ENQUIRIES** : Dr E.B. Mankge Tel No: (012) 841 8305
- APPLICATIONS** : Applications to be sent to Human Resources, Mamelodi Hospital, Private Bag X 0032, Rethabile, Mamelodi East, 0122 or hand deliver to 19472 Serapeng Street, Tsamaya Avenue, Mamelodi East.
- FOR ATTENTION** : Mr. M.H. Hlophe – HR Department. NB: Jobs are not for sale at Mamelodi Regional Hospital.
- NOTE** : Applications should include a fully completed New Z83 as per instructions, detailed and up to date CV only. Only shortlisted candidates will be requested to submit certified copies of the required documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.
- CLOSING DATE** : 25 November 2022

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za
- CLOSING DATE** : 28 November 2022 @12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV (only), only shortlisted candidates will submit certified documents. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions

and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications. If you do not hear from us for the period of three months, consider your application to be unsuccessful.

OTHER POSTS

- POST 43/201** : **DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: GPT/2022/11/11**
 Directorate: Internal Risk and Integrity management
 This is a re-advertisement. All applicants who previously applied for Advertisement Ref no: GPT/2022/05/9 are encouraged to re-apply.
- SALARY** : R744 255 per annum, (all-inclusive package), consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Risk Management/ Auditing/ Forensics/ Public administration/management. 3 – 5 years' experience at supervisory level in Risk/ Ethics/ Anti-fraud and corruption. Knowledge and understanding of Public Sector Code of Conduct, Public Service Act, Integrity Management Framework.
- DUTIES** : Conduct research on the Professional Ethics in the Public Services and on Anti-corruption initiatives. Facilitate the development of anti-corruption and integrity management policies, frameworks and strategies, and ensure implementation of the policies and strategies. Maintain a database of investigations, monitor implementation of forensics recommendations. Conduct ethics risk assessment and co-ordinate the fraud risk assessment. Promote ethics and Anti-corruption across the Department. Monitor the ethics training register and ensure that all employees have completed the ethics Online training. Manage conflict of interest, including financial disclosures of employees, application for RWOPs and the gift register. Co-ordinate audits on ethics and stakeholder reporting. Compile regular reports on status of ethics management and participate in various ethics management committees.
- ENQUIRIES** : Ms. Linda Ninzi Tel No: 011 227 9000
- POST 43/202** : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: GPT/2022/11/12**
 Directorate: Office of the MEC
- SALARY** : R744 255 per annum, (all-inclusive package), consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
 : An appropriate degree or diploma in communications science/public relations or media studies or related qualifications and 3-5 years junior management experience. Broad knowledge and understanding of the functional areas of the department. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Ability to act with tact and discretion.
- DUTIES** : Manage the administrative activities within the office of the Member of Executive Council (MEC). Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Coordinate activities between the Office of the MEC and the department. Track and monitor submissions between the Office of the MEC and the Office of the Accounting Officer. Supervise employees providing support to the Office of the MEC (Registry Clerk, Messenger/Driver, Food Service Aid, Household Aid (if based in the office) and Receptionist).

ENQUIRIES

: Robert Tsetetsi Tel No: 011 227 9000